

**Date:** [Current Date]

**Tenant Name:** [Tenant Name]

**Address:** [Property Address]

**RE: NOTICE OF DEFAULT - UNPAID UTILITY REIMBURSEMENTS**

Dear [Tenant Name],

This letter serves as a formal warning regarding your outstanding balance for utility reimbursements. According to your lease agreement dated [Lease Start Date], you are required to reimburse the landlord for [List Utilities, e.g., Water, Electricity, Gas] within [Number] days of receiving an invoice.

As of today, your account shows a past-due balance of **[\$Amount]**. The following invoices remain unpaid:

- [Invoice Date/Number]: **[\$Amount]**
- [Invoice Date/Number]: **[\$Amount]**

Failure to pay these charges constitutes a breach of your lease agreement. To resolve this matter and avoid further action, please submit the full payment of **[\$Total Amount]** by [Due Date].

Payment can be made via [Payment Method, e.g., Online Portal, Check].

If payment is not received by the date mentioned above, we may proceed with formal legal action, which could include the assessment of late fees, termination of your tenancy, or eviction proceedings.

If you have already sent this payment, please disregard this notice. If you have any questions, please contact [Contact Name] at [Phone Number].

Sincerely,

[Your Name/Management Name]

[Company Name]

[Phone Number]